



## Scottish Golf PVG Administration Process

Step by step guide for club Safeguarding Officers on completing the new Online PVG Application Process	
<p><b>Step 1</b></p> <p><b>Actioned by:</b></p> <ul style="list-style-type: none"><li>• Club Safeguarding Officer</li><li>• Applicant</li></ul>	<p>The club recruits the applicant (Paid or Voluntary), following the <i>Safe Recruitment Guidance</i> can be found in the Safeguarding Resource for Clubs toolkit:</p> <p><a href="https://www.scottishjuniorgolf.org/safegolf/supporting-documents/">https://www.scottishjuniorgolf.org/safegolf/supporting-documents/</a></p> <p>The club Safeguarding Officer</p> <ol style="list-style-type: none"><li>1. Completes the <i>Online Application Request form</i> and saves it with Club Name and number of PVG requests in the title</li><li>2. Emails the completed form to <a href="mailto:safeguarding@scottishgolf.org">safeguarding@scottishgolf.org</a> using '<b>Online Application(s)</b>' in the e-mail subject heading</li><li>3. Max of 10 applications per Request form</li></ol> <p>NB: Paper Applications are no longer being accepted</p>
<p><b>Step 2</b></p> <p><b>Actioned by:</b></p> <ul style="list-style-type: none"><li>• Scottish Golf</li></ul>	<p>The form* is checked and approved by Scottish Golf before being sent for processing to VSDS</p> <p>* Forms with errors will be returned to the club SO for correction and re-submission</p>
<p><b>Step 3</b></p> <p><b>Actioned by:</b></p> <ul style="list-style-type: none"><li>• VSDS</li></ul>	<p>VSDS input data provided on the <i>Online Application Request form</i> to Disclosure Scotland's PVG Online Application Portal</p>
<p><b>Step 4</b></p> <p><b>Actioned by:</b></p> <ul style="list-style-type: none"><li>• Disclosure Scotland</li></ul>	<ul style="list-style-type: none"><li>• PVG Online Application Portal will send an automatically generated link to the applicant*</li><li>• <u>The Applicant will have 7 days to complete this link.</u></li><li>• After 7 days the link expires and the application is terminated meaning the process will have to be re-started</li></ul> <p><b>*no generic email addresses, the email provided must be a personal email or personal work email address or it will be rejected</b></p>

<p><b>Step 5</b></p> <p><b>Actioned by:</b></p> <ul style="list-style-type: none"> <li>• Applicant</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant will receive an email from Disclosure Scotland via <a href="mailto:disclosurescotland@notifications.service.gov.scot">disclosurescotland@notifications.service.gov.scot</a></li> <li>• The applicant should also check their junk inbox as the email might be there</li> <li>• The applicant completes the PVG form via the online portal</li> </ul>
<p><b>Step 6</b></p> <p><b>Actioned by:</b></p> <ul style="list-style-type: none"> <li>• Disclosure Scotland</li> </ul>	<ol style="list-style-type: none"> <li>1. Disclosure checks undertaken by Disclosure Scotland</li> <li>2. PVG certificate issued to VSDS and the applicant</li> </ol>
<p><b>Step 7</b></p> <p><b>Actioned by:</b></p> <ul style="list-style-type: none"> <li>• VSDS</li> </ul>	<p>VSDS issue certificate to Scottish Golf*</p> <p>*Scottish Golf receives the certificate approx. 10-14 <u>after</u> the one sent directly to the applicant</p>
<p><b>Step 8</b></p> <p><b>Actioned by:</b></p> <ul style="list-style-type: none"> <li>• Scottish Golf</li> <li>• Club Safeguarding Officer</li> </ul>	<p>Scottish Golf will update the applicants record upon completion of PVG check.</p> <p>Scottish Golf will contact the club Safeguarding Officer directly if there is vetting information on the PVG that the club needs to consider in the appointment of the applicant in line with the <i>Safe Recruitment Guidance</i>.</p> <p>The club Safeguarding Officer should contact Scottish Golf to discuss any PVG vetting information or appointment concerns</p>
<p><b>PVG costs</b></p>	<p><u>Volunteer roles: Free</u> (includes those receiving an honorarium)</p> <p><u>Paid Role: new PVG member:</u> £59 to be paid directly via the portal</p> <p><u>Paid Role: existing PVG member:</u> £18 to be paid directly via the portal</p>

## Scottish Golf PVG application process Flow Chart

